INDEX.

This index deals only with the rules in the several chapters of this Volume and does not cover the Appendices or the Forms. It has been compiled solely for the purpose of assisting references and no expression used in it should be considered as in any way interpreting the rules.

A

	ARTICLE.
ACCOUNTS—	
Alteration in—	358—359
Consolidation of—	366—369
Entry in—	357
—of Bills issued	424—425
—of Bills paid	435
—of Taluk Treasury rendered to District Treasury.	364—365
Monthly—District treasuries ...	369
Monthly—Taluk Treasuries ...	363
ADMINISTRATION—	
—of Treasuries	302—312
ADVICES—	
File of—of Bills	428—429
Lists of—of Bills	422—423
—of Remittance	606
ANNUAL REPORT—	
—on the working of treasuries ...	323
ANNUAL RETURNS—	
—of Pensions	389
ASSISTANT COMMISSIONERS—	
Training of—in treasury work ...	299
AUDIT OBJECTIONS—	
Procedure regarding— ...	315—316

B

BANKS—	
Receipt of cheques on—how accounted for.	347
BILLS FOR REMITTANCES—	
Accounts of—issued ...	424—425
Accounts of—paid ...	435
Advice Lists of—issued ...	422
Alterations in—	423
Cancellation of—	439
Care of forms of—	443—445
Currency of—	433
Doubtful—	431
Examination of—presented ...	430
Exchange of—	440
File of advices of— ...	428—429
Forms of—	417
Form of receipt for payment of—	432
BILLS FOR REMITTANCES—*concld.*	
Issue of—	418—421
Issue and payment of duplicates and triplicates of—	436—438
Lapse of—	441
Payments of—	432
Powers of Attorney to encash— ..	432 (b)
Precautions to be taken by Treasury Officer before signing—	421
—prepared and signed immediately they are applied for.	420
Record of payment of— ...	434
Regularity of signature in— ...	426—427
Supply of forms of— ...	442
BOUNDARY MARKS CHARGES—	
Treasury procedure regarding—	459—462

C

CALENDAR—	
—of Returns to be kept at the Treasury Officer's table.	374 (a)
Examination of the—at the time of verifying cash balance.	334
CANCELLATION—	
—of Bill	439
CASH BALANCE—	
Distribution of—	Introductory Notes.
Verification of—	332
—Report	335
CASH BALANCE REPORT—	
Uncurrent coins to be shown separately in—	554
—weekly and monthly ...	576—578
CASH BOOK—	
Accountant's—	357 (f)
Treasurer's—	342—343
CHALLAN—	
—to accompany remittances ...	345
CHEQUES—	
Encashment of—on treasuries ...	354
Receipt of—on Banks ...	347
COIN—	
Conditions of currency of— ...	526—529
Cutting or breaking of counterfeit and diminished—	530—532
Disposal of cut or broken and uncurrent—	549—554
Exchange of small— ...	523—525
Kinds of—	517—522
Remittances of—	585—587
Returns of—	553—554
Rules for the acceptance of— ...	533—546
Storage of—	328
Supply of—	555
Withdrawal of—from circulation	547—548
CONSOLIDATED TREASURY RECEIPT—	
—Electrical Department ...	490
—Public Works Department ...	488
—Railway Department ...	495
CONSTITUTION—	
—of treasuries	297—301

N

	Article.
NET PAYMENTS—	
—to be entered in treasury accounts.	357 (g)
Exceptions to—being charged in treasury accounts.	357 (g) Rules 1 to 5
NORMAL BALANCES—	
—in treasuries	573—574
NOTICES—	
—to be exhibited in treasuries ...	310

O

OBJECTIONS—	
Treasury procedure regarding—	315
OPIUM—	
Custody and sale of— ...	447

P

PADLOCKS AND DUPLICATE KEYS—	
Custody of—	330
PALACE—	
—Pensions	398
—Receipts and payments ...	449—451
PASS BOOK—	
—Industrial and Commercial concerns.	509
—Public Works Department ...	497
—to be returned the same day ...	354 (4)
PASS ORDERS—	
—Public Works Department ...	481—486
—Railway Department ...	497
PAYMENT OF MONEY—	
—Against Letters of Credit—General rules.	355—356
—Correspondence on behalf of claimants not to be undertaken.	348 (2)
—General procedure in Taluk treasuries.	351
—General procedure in treasuries.	348—352
—on account of Bills for remittances.	490
—on cheques—general procedure in treasuries.	354
—on account of Deposits ...	404, 410
—on account of gratuities ...	390
—on account of interest on securities.	452—456
—on account of Jamakarch accounts.	510—514
—on account of Palace ...	450
—on account of pensions ...	379—384
—to Education Department ...	500
—to Electrical Department ...	491
—to Forest Department ...	470
—to Industrial and Commercial concerns.	505—508
—to persons not in Government service.	353
—to Post Office	515
—to Public Works Department	479—487
—to Revenue Survey Department.	458—459
—to Railway Department ...	497—498
PENSION—	
Annual Return of— ...	389
British—	400
—chargeable to Local Funds ...	399
Classes of—	375
Lapses and forfeiture of— ...	387
Military—	391—394
Manner of payment of— ...	379—384
Palace—	398
—Payment Orders	376—377
Payment of—by Money orders ...	383
Payment of—of deceased pensioners.	384
Political—	395—397
Register of—payment orders ...	378
Renewal of—payment orders ...	386
Transfer of—	388
PENSIONERS—	
Personal appearance of— ...	379
Periodical identification of— ...	385
PLUS AND MINUS MEMORANDA—	
—Deposits	416
Form and submission of— ...	373
POST OFFICE—	
Transactions of—with treasuries.	515
POSTAGE STAMPS—	
Custody, supply and sale of— ...	515
PUBLIC WORKS DEPARTMENT—	
—Deposits	475
—Monthly settlement ...	488
Receipts—	
Carried to final head of account.	475
Consolidated Treasury Receipt for—.	477
Remittance Book for— ...	476
Subsidiary register of— ...	478
—Payments—	
—Salary, establishment and contingent charges.	480
—Works expenditure ...	481—486
—On pass orders and permanent advance recoupment bills.	481—482
—Precautions to be taken by Treasury Officers while cashing Pass Orders	483
—Pass Book	487

R

RAILWAY DEPARTMENT—	
—Receipts	493—496
No Deposit Account to be opened at the treasury.	493
Open lines of railway ...	495
—Railway construction department.	494
RAILWAY DEPARTMENT—*concld.*	
Subsidiary registers of— ...	496
—Payments	
—Lines under construction	497 (a)
—Open lines of railway ...	497 (b)
—Subsidiary register of— ...	498

INDEX

RECEIPT OF MONEY—	ARTICLE.
—at Taluk treasuries ...	346
—by cheques on Banks ...	347
—by Money Orders ...	345 (7)
—General procedure in treasuries.	344—345
—on account of Bills for remittances.	418
—on account of Deposits—	
Personal.	407
Public Works ...	415
Revenue & Judicial ...	402—403
—on account of Examination fees.	345 (8)
—on account of Education Department.	499
—on account of Electrical Department.	489
—on account of Forest Department.	463—469
—on account of His Majesty's Jamakarch account.	511—512
—on account of Industrial and Commercial concerns.	503—504
—on account of Opium and Ganja.	447
—on account of Palace ...	449
—on account of Post Office ...	515
—on account of Public Works Department.	475—478
—on account of Railway Department.	493—496
—on account of Revenue Survey Department.	457
—on account of Savings Banks	448
—on account of Stamps ...	446
RECORDS—	
Preservation of Treasury—	324
REMITTANCES—	
—Advice to Comptroller ...	605
—beyond districts ...	683 (a)

REMITTANCES—*concld.*	ARTICLE.
Despatch of—	585—584
Entry in accounts regarding—	605
—Escort Officer's duties ...	593—595
—of Coin	585—587
—of Currency Notes... ...	588—592
Receipt of—	602—604
Route and stage of— ..	601
Shroffs for—	596—600
—within districts	588 (b)
REMITTANCE TRANSFER RECEIPTS—	
See Bills for Remittances ...	...
RESOURCE—	
—Normal balances ...	573—574
—Supply of funds ...	575
—Returns	576—582
RETURNS—	
—of cash balances and requirements.	576—582
—of coin	553—555
—to Comptroller	370—374
—to be rendered by Taluk treasuries to District treasuries.	364—365
REVENUE MONEY ORDERS—	
Procedure regarding— ...	515
REVENUE SURVEY DEPARTMENT—	
—Boundary Marks charges ...	459—462
—Payments	458
—Receipts	457
REVENUE COMMISSIONER—	
—responsible for management of treasuries.	302
Inspection of treasuries by— ...	318
—to submit to Government an annual report on the working of treasuries.	323

S

SAVINGS BANKS—	
—at treasuries	448
SECURITIES—	
Interest on—	452—456
—of treasury staff	313—314
STAMPS—	
Custody and supply of—	446
Postage—	515
STATE HUZUR TREASURY—	
Relations of—with the Taluk treasuries of Bangalore District.	298
—Under Comptroller ...	298

STRONG ROOMS—	
Duplicate keys of—at treasuries	330
Security of—	327
Storage of coin in— ...	328
Storage of currency notes in—...	329
SUBSIDIARY REGISTERS.—	
List of—to be maintained at the treasury.	357 (e)
SUPPLY—	
—of coin	555
—of currency notes	570—571
—of funds to treasuries ...	575
—of stamps	446
SUPPLY BILLS—	
See Bills for Remittances ...	...

T

TALUK TREASURIES.—	
Accounts rendered by—to District treasuries.	864—865
Inspection of—by District Treasury Officer	319
Inspection of— by Comptroller...	321
Payment of money by— ...	351
Receipt of money at— ...	346
Responsibility of Amildar regarding—	300
Responsibility of District Treasury Officer regarding—	306

TRANSFER—	
—of pensions	388
—of charge of treasuries by Deputy Commissioners.	304
TREASURE—	
Custody of—	325
TREASURER—	
Amount held in sole custody of—	325
Security bonds of— ...	314

TREASURIES—	ARTICLE.
Administration of— ...	302—312
Annual Report on the working of—	323
Business Hours and Holidays of—	309
Cheques on—	354
Constitution of—	297—301
Correspondence regarding— ...	311
Division of Departments in— ...	341
Government—	297
Inspection of—	317—322
Letters of credit on— ...	355—356
Notices regarding— ..	310
Normal Balances in— ...	573—574
Preservation of records of— ...	324
Register of officers authorised to draw bills to be maintained at—	348 (5)
Register of Gazetted Officers drawing salary from the—	348 (3)
Responsibility for the proper management of—	302—308
—Responsibility of the Revenue Commissioner.	302
—Responsibility of the Deputy Commissioner.	303—305
—Responsibility of the District Treasury Officer.	306
—Responsibility of the Amildar	307—308
—Savings Banks	448
Strangers should not be admitted to—	341
Strong Rooms of— ...	327
Supply of funds to— ...	575
TREASURY ACCOUNTS—	
—Closing for the day ...	361
—Closing for the month ...	363

V

VOUCHERS—	
Custody of—	360

TREASURY ACCOUNTS—*concld.*	ARTICLE.
Compilation of—in the District treasury.	366—369
Money paid into treasury not to be kept out of—	344
Monthly—sent to Comptroller...	369
—rendered by Taluk treasuries to District Treasury	364—365
TREASURY OFFICER—	
—Duties with regard to monthly accounts.	369
—Verification of daily accounts...	361
—Must comply with the instructions from the Account Office.	303
Responsibilities and duties of —in paying claims.	348, 349, 353
Responsibility of—for the executive charge of a treasury.	308
Responsibility of—for fund deductions.	349 (2)
—Should not undertake correspondence on behalf of claimants.	348 (2)
Transfer of office—Relieving officer's signature facsimile should be sent to other treasuries.	427
See also Payment of Money and Receipt of Money.	...
TREASURY STAFF—	
Efficiency of—	301
—forbidden to keep private money.	326